



APPLICATION FOR SPONSORSHIP OF CITY OF RENO SERVICE COSTS FOR NON-COMMERCIAL SPECIAL EVENTS AND PARK SPECIAL EVENTS

Reno Municipal Code 5.13.080 (c) provides for sponsorship of City of Reno service costs for non-commercial Special Events and non-commercial Park Special Events as follows:

RMC 5.13.080 (c): Subject to an applicable rules and regulations adopted pursuant to section 5.13.085, the city manager may provide city services, equipment or personnel in direct support of a non-commercial special event, if the cost to the city does not exceed \$10,000.00 for the entire event, if the cost is within budget limitations, and if the city manager finds that a public purpose will be served. The city manager may find that a public purpose is served if all six of the following conditions are met:

- (1) The event is organized and conducted by a non-profit organization which operates from or provides services within the City or Reno; and,
- (2) The event provides a benefit to the general public; and,
- (3) The same or similar event has not received financial support from the city pursuant to subsection (c), or received financial support from the city on no more than one prior occasion in the last five years; and,
- (4) The event includes participation by the general public (notwithstanding an admission or participation fee); and,
- (5) Provision of city services will result in improved crowd or event control and general public safety; and,
- (6) The event organizer agrees to reimburse the city for the cost of city services exceeding \$10,000.00.

What is a Non-Commercial Event?

Non-Commercial events are those events organized and conducted by any person on behalf of any organization created for religious, charitable or educational purposes as set forth in NRS 372.3621.

What does the sponsorship provide?

City of Reno services eligible for sponsorship include Reno Police Department staff, equipment and materials; Reno Fire Department staff, equipment and materials; Public Works staff, equipment and materials; Park rental fees and Park special event staff fees. The sponsorship does not include the services or equipment of outside vendors contracted to provide services in City of Reno Parks, such as sound technicians, portable toilets, or rental of the Showmobile. Permit fees or license fees such as temporary vendor license fees, alcohol permit fees, late application fees and damage deposits are not eligible for sponsorship. The sponsorship does not provide for cash sponsorship in any amount.

Please complete this form and submit with your Special Event/Park Special Event Permit Application. Please complete this form in its entirety, including the required attachments. Incomplete applications will not be considered.

Event Name:

Event Date(s):

Event Location(s):

Will you be charging the general public to attend your event? If so, how much?

Host Organization:

Host Organization Federal ID#:

Please attach a copy of IRS letter confirming 501(c) status.

Describe the Mission of the Host Organization (You may attach a Mission Statement if you wish):

Has the Host Organization received City of Reno services or other financial support for this event or a similar event in the past two years? If so, please indicate the event name and date.

Please check the City of Reno service(s) you anticipate your event will require:

- ☐ **Reno Police Department services***
- ☐ **Reno Fire Department services**
- ☐ **Public Works Department services**
- ☐ **Park Rental**
- ☐ **Park Special Events Staff**

*Please note that the Reno Police Dept. will determine if and how many police officers will be required at your event based on several factors including, but not limited to: Nature of the event, hours of the event, number of anticipated attendees, and if/how alcohol will be served/sold at the event.

Please describe how the event will provide a benefit to the general public (you may attach a separate sheet if you wish):

Please describe any specific sponsor benefits the City of Reno would receive from this sponsorship (you may attach a separate sheet if you wish):

The undersigned certifies that the information provided above is true and accurate.

Signature

Date

Title

This application will be reviewed by the City of Reno's Special Events Program Manager. If the requirements of RMC 5.13.080 (c) are met and funds are available in the Special Events Program budget the sponsorship will be confirmed following committee review and approval of the event's Special Event/Park Special Event Permit Application. If you have questions about the non-commercial event sponsorship or this application, please contact the Special Events Program Manager, Cadence Matijevich, at 785-5876 or matijevichc@ci.reno.nv.us.